

**CROSS REFERENCE  
FOR  
ADULT CORRECTIONAL INSTITUTIONS (ACI)**

The alphabetical listing has been changed from A through H to the numerical listing of .01 through .08. Other changes are as follows:

<u>Old</u>	<u>New</u>	
A	.01	<b>SECURITY AND INMATE CONTROL</b>
A-1	.01 A	<b>Use Of Physical Force</b>  The content of the text has been placed in four subsections.
A-2	.01 B	<b>Use of Deadly Force</b>  The text has been expanded to include provisions for formal investigation and the submission of written reports for supervisory review.
A-3	.01 C	<b>Emergency Security Plans</b>  The text has been expanded to include bomb threats and adverse employee job action. There are now six subsections.
A-4	.01 D	<b>Security Plans Training</b>  The name has been changed to <b>Emergency Security Plans Awareness</b> . A written policy and procedure is now required. The text has been revised.
A-5	.01 E	<b>Firearms and Chemical Agents</b>  This standard is now addressed under .01 E. <b>Security Equipment</b> .
A-6	.01 E	<b>Security Equipment</b>  The text has been expanded to include the old standard A-5 Firearms and Chemical Agents. It has also been revised to include ammunition, communication apparatus and riot equipment. There are now six subsections.
A-7	.01 F	<b>Security Equipment Training</b>  The name has been changed. The text has been expanded to include firearms and chemical agents.

<u>Old</u>	<u>New</u>	
A-8	.01 C	<b>Contingency Plan</b>
		This standard is now addressed under .01C <b>Emergency Security Plans</b> as adverse employee job action.
A-9	.01 G	<b>Inmates Exerting Control</b>
		There are no changes to the text.
A-10	.01 H	<b>Supervision of Inmates</b>
		There are six subsections. The first one now requires one recorded count. Subsection #4 drug and alcohol testing is separated from monitoring. Subsection #6 now addresses weekly recorded inspections of locks, bars, windows, doors, and the facility perimeter.
A-11	.01 J	<b>Search Regulations</b>
		The name has been changed to <b>Search Procedures</b> . There are twelve subsections as opposed to ten. Subsection #1 now addresses personnel searches. Subsection #2 addresses recorded searches instead of unannounced, irregularly scheduled searches. Subsection #4 has been listed as a separate item from searches of inmates involved in community activities. Subsection #11 addresses strip searches as opposed to visual searches. Subsection #12 addresses awareness by staff. Inmate awareness is addressed under .05 F <b>Inmate Orientation</b> , subsection #5.
A-12	.01 I	<b>Post Orders</b>
		There are basically no changes.
A-13	.01 K	<b>Key Control</b>
		There are still eight subsections. The frequency for inspections has been designated as quarterly.

<u>Old</u>	<u>New</u>
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A-14	.01 L	<b>Tool Control</b>
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There are now six subsections with requirements to do quarterly inspections, and to have a current master listing.

A-15      .01   M      **Transportation of Inmates**

There are still four subsections. They have been revised to be more comprehensive. Subsection #1 addresses weapons qualifications and vehicle licensure. Subsection #4 addresses appropriate responses to accidents.

A-16      .01   N      **Admission/Receiving Process**

The name has been changed to **Intake Procedures**. There are four subsections as opposed to six. The old subsections (c) disposition and description of personal property is addressed under 04 I **Inmate Property Management**, subsection #2. Inmate Funds are now addressed under 08 C **Management of Inmate Funds**. The old section (d) is addressed under 04 E **Personal Hygiene Articles**, 04 F **Inmate Clothing** and 04 G **Inmate Bedding and Linen**.

A-17      .01   O      **Release/Discharge Process**

The name has been changed to **Release Procedures**. There are three subsections. The old subsections (c) return of personal effects is addressed under 04 F **Inmate Clothing**. Funds are now addressed under 08 C **Management of Inmate Funds**. The return of facility property is addressed under 04 F **Inmate Clothing** and 04 G **Inmate Bedding and Linen**.

A-18      .01   P      **Special Confinement**

The text has been revised to include medical isolation. There are still five subsections and they are the same as before.

.01   Q      **Separation of Sexes**

This is a new standard, due to co-ed facilities such as the Herman L. Toulson Correctional Boot Camp and Patuxent Institution.

<u>Old</u>	<u>New</u>	
B	.02	<b>INMATE SAFETY</b>
B-1	.02 A	<b>Fire Safety Inspections</b>
		A written policy and procedure is now required.
B-2	.02 B	<b>Internal Fire Safety Inspection (s)</b>
		The text is the same.
B-3	.02 C	<b>Fire Evacuation Plan</b>
		The name has been changed to <b>Disaster Plans</b> with five subsections as opposed to six. The old inmate awareness requirement is addressed in 05 F <b>Inmate Orientation</b> .
		Subsection #3 has four elements lettered a - d. This was addressed in the old B-8 Medical Emergency Evacuation standard. The old subsection (d) addressing posted routes is now recommended in the compliance explanation.
B-4	.02 D	<b>Fire Evacuation Training</b>
		The name has been changed to <b>Disaster Plans Awareness</b> . A policy statement is needed.
B-5	.02 C	<b>Emergency Plans</b>
		This standard is addressed under 02 C <b>Disaster Plans</b> .
B-6	.02 D	<b>Emergency Plans Training</b>
		This standard is addressed under 02 D <b>Disaster Plans Awareness</b> .
B-7	.02 E	<b>Emergency Medical Care</b>
		The name has changed to <b>Emergency Medical Services</b> . There are still three subsections, but they have changed in order and content.

<u>Old</u>	<u>New</u>	
B-8	.02 C	<b>Medical Emergency Evacuation</b>  This standard is included in 02 C <b>Disaster Plans</b> , subsection #3.
B-9	.02 E	<b>Emergency Medical Training</b>  This is now included in 02 E <b>Emergency Medical Services</b> subsection #3. A written policy and procedure is now required.
B-10	.02 F	<b>Access to Health Care</b>  The name has been changed to <b>Routine Health Services</b> . The text has been expanded.
B-11	.02 G	<b>Reception Medical Screening</b>  The subsections have been deleted.
B-12	.02 H	<b>Dispensing Medications</b>  There are now three subsections. The text has been changed. The old standard B-13 subsection (a) Administration of Medications which addressed the system of packaging and labeling is now subsection #3 in this standard.
B-13	.02 I	<b>Administration of Medications</b>  There are still four subsections. The old (a) is now included under .02 H. <b>Dispensing Medications</b> , subsection #3. Subsection #1 is new, which addresses standing orders or protocol.
B-14	.02 J	<b>Control of Medications</b>  There are still six subsections. In subsection (d) which is now #4, “periodic” has been changed to weekly and only refers to CDS medications. Syringes and needles are addressed in the new standard .02 K <b>Control of Medical and Dental Instruments</b> .

<u>Old</u>	<u>New</u>	
	.02 K	<b>Control of Medical and Dental Instruments</b>
		There are seven subsections to this new standard. Several of the required elements were previously addressed under the tool control standard.
B-15	.02 L	<b>Medical Testing</b>
		The text has changed to include provisions for treatment of a medical condition not generally available.
B-16	.02 M	<b>Licensing/Certification</b>
		A written policy and procedure is now required.
B-17	.02 N	<b>Medical Judgement</b>
		The text has been revised to state “unless necessary to maintain order and security”.
B-18	.02 O	<b>Physical Examination(s)</b>
		There are no changes.
B-19	.02 P	<b>Periodic Health Examination(s)</b>
		There are no changes.
B-20	.02 Q	<b>Pre-Release Medical Screening</b>
		The name has been changed to <b>Release Medical Screening</b> . The text has been revised to include that the screening will be by a qualified health care personnel before or within 7 days after release.
B-21	.02 R	<b>Safety Inspections</b>
		The name has been changed to <b>MOSHA Inspections</b> . A written policy and procedure is now required. The frequency for inspections has been changed to biennial (every two years).

<u>Old</u>	<u>New</u>	
B-22	.02 S	<b>Mental Health Services</b>  There are no subsections. The text has been revised and is inclusive of the old subsections.
B-23	.02 T	<b>Notification Of Next Of Kin</b>  The text has been revised to include positive identification prior to notification.

<u>Old</u>	<u>New</u>	
C	.03	<b>INMATE FOOD SERVICES</b>
C-1	.03 A	<b>Adequate Diet</b>
		The name has been changed to <b>Menu Approval</b> . A written policy and procedure is now required.
C-2	.03 B	<b>Frequency of Meals</b>
		A written policy and procedure is now required.
C-3	.03 C	<b>Health Inspection(s)</b>
		A written policy and procedure is now needed stating that inspections will occur as required by the health department instead of at least annually.
C-4	.03 D	<b>Personal Hygiene</b>
		The name has been changed to <b>Dietary Hygiene Practices</b> . A written policy and procedure is now required.
C-5	.03 E	<b>Medical Screening</b>
		The name has been changed to <b>Dietary Medical Screening</b> . A written policy and procedure is now required.
C-6	.03 F	<b>Medical Diets</b>
		The name has been changed to <b>Special Diets</b> and includes religious diets as well.
C-7	.03 G	<b>Use of Food As Punishment Or Reward</b>
		There are no changes.
C-8	.03 H	<b>Monitoring Food Services</b>
		The name has been changed to <b>Supervision of Food Services</b> . A written policy and procedure is now required.



<u>Old</u>	<u>New</u>	
C-9	.03 I	<b>Weekly Food Service Inspection</b>  The name has been changed to <b>Weekly Dietary Sanitation Inspections.</b>
C-10	.03 E	<b>Religious Diets</b>  This standard is now included under 03 F <b>Special Diets.</b>
C-11	.03 J	<b>Control of Kitchen Utensils</b>  The name has changed to <b>Kitchen Utensils.</b> There are six subsections as opposed to four, to include quarterly inspection and a master listing.

<u>Old</u>	<u>New</u>	
D	.04	<b>INMATE HOUSING AND SANITATION</b>
D-1	.04 C	<b>General Sanitation Requirements</b>
		There are now three subsections. A written policy and procedure is now required.
D-2	.04 A	<b>Toxic, Caustic and Flammable Materials</b>
		There are now four subsections.
D-3	.04 B	<b>Weekly Sanitation Inspections</b>
		The name has been changed to <b>Weekly Facility Sanitation Inspections</b> .
D-4	.04 C	<b>Housekeeping Plan</b>
		The old subsections (a&b) are now addressed in subsection #1 under 04 C <b>General Sanitation Requirements</b> .
D-5	.04 D	<b>Personal Accommodations</b>
		There are no changes.
D-6	.04 E	<b>Personal Hygiene Articles</b>
		There are now two subsections which include provisions for inmates upon admission and indigent inmates.
D-7	.04 F	<b>Clothing Issue</b>
		The name has been changed to <b>Inmate Clothing</b> . The text has been expanded to include records of issue and return.
D-8	.04 G	<b>Bedding Issue</b>
		The name has changed to <b>Inmate Bedding And Linen</b> . The text has been expanded to include records of issue and return.

<u>Old</u>	<u>New</u>	
D-9	.04 H	<b>Laundering</b>  The name has been changed to <b>Inmate Laundry Services</b> and accountability is now required.
D-10	.04 I	<b>Inmate Property Control</b>  The name has been changed to <b>Inmate Property Management</b> . There are seven subsections as opposed to five. Periodic inventory has been changed to biannual. Subsection #1 designation of property limitations and subsection #7 recorded modifications to the established listing are new.
D-11	.04 I	<b>Allowable Personal Property</b>  This standard is now addressed in subsection #1 of standard .04 I. <b>Inmate Property Control</b> .
D-12	.04 F	<b>Special Clothing</b>  This standard is now addressed under 04 F <b>Inmate Clothing</b> .

<u>Old</u>	<u>New</u>	
E	.05	<b>INMATE RIGHTS</b>
E-1	.05 A	<b>Non-Discrimination</b>
		Handicap in the text has been changed to disability.
E-2	.05 B	<b>Protection From Abuse</b>
		The examples of abuse in the text has been changed.
E-3	.05 C	<b>Legal Matters</b>
		There are now five subsections. A written policy and procedure is now required. The old E-5 Legal Visits is now subsection #4 and the old E-6 Legal Mail is subsection #3.
E-4	.05 D	<b>Practice of Religion</b>
		The name has been changed to <b>Religious Practices</b> .
E-5	.05 C	<b>Legal Visits</b>
		This standard is addressed under subsection #4 of .05 C <b>Legal Matters</b> .
E-6	.05 E	<b>Mail</b>
		The name has been changed to <b>Mail Practices</b> . The requirement regarding the receipt of legal mail is now addressed under subsection #3 in .05 C <b>Legal Matters</b> .
E-7	.05 F	<b>Inmate Orientation</b>
		There are now eight subsections. Subsection (c) under the old Fire Evacuation Plan and subsection (c) under the old Emergency Plans are addressed in this standard. Subsection #2 requires classification process awareness for inmates, thus eliminating the old standard F-3.

<u>Old</u>	<u>New</u>	
E-8	.08 A	<b>Inmate Access to Case Files</b>  This standard is addressed under .08 A <b>Confidentiality of Case Records.</b>
E-9	.05 G	<b>Convicted Inmates/Program</b>  The name has been changed to <b>Convicted Inmates/Program Participation.</b>
E-10	.05 H	<b>Regular Exercise</b>  There are no changes.
E-11	.05 I	<b>Complaints</b>  The name has been changed to <b>Internal Complaint System.</b> Awareness by the inmate is addressed under subsection #4 of .05 F <b>Inmate Orientation.</b>
E-12	.05 J	<b>Personal Grooming</b>  There are no changes.
E-13	.05 E	<b>Postage Allowance</b>  This is addressed under 05 E <b>Mail Practices.</b>
E-14	.05 K	<b>Access to Media</b>  There are no changes
E-15	L	<b>General Visitation</b>  The name has been changed to <b>Visitation Practices.</b>
E-16	M	<b>Telephone Use</b>  The name has been changed to <b>General Telephone Use</b>

<u>Old</u>	<u>New</u>	
F	.06	<b>CLASSIFICATION</b>
F-1	.06 A	<b>Classification Procedures</b>
		The name has been changed to <b>Classification Process</b> . The text has changed. The eight subsections are generally the same.
F-2	.06 B	<b>Classification Training</b>
		The name has been changed to <b>Classification Process Awareness</b> .
F-3	05 F	<b>Inmate Awareness</b>
		This standard is now addressed under 05 F <b>Inmate Orientation</b> subsection #2.
F-4	.06 A	<b>Case Review</b>
		This standard is now addressed in .06 A <b>Classification Process</b> .
G	.07	<b>HEARINGS</b>
G-1	.07 A	<b>Formal Disciplinary Process</b>
		The name has been changed to <b>Formal Disciplinary Hearing Process</b> . There are no other changes.
G-2	.07 B	<b>Disciplinary Process Training</b>
		The name has been changed to <b>Formal Disciplinary Hearing Process Awareness</b> .
G-3	.05 F	<b>Disciplinary Process Awareness</b>
		This standard is now addressed under 05 F <b>Inmate Orientation</b> subsection #3.

<u>Old</u>	<u>New</u>	
H	.08	<b>ADMINISTRATIVE RECORD KEEPING</b>
H-1	.08 A	<b>Confidentiality of Case Files</b>
		The name has been changed to <b>Confidentiality of Case Records</b> . There are five subsections as opposed to three. The old subsection (a) is now addressed in .08 E <b>Case Records</b> , subsection #1. Subsections #4 and #5 are new.
H-2	.08 B	<b>Computation of Good Times</b>
		The name has been changed to <b>Computation of Sentence Credits</b> . The text has been expanded to include special project credit.
H-3	.08 C	<b>Inmate Funds</b>
		The name has been changed to <b>Management of Inmate Funds</b> . There are now four subsections.
H-4	.08 D	<b>Policy and Procedure Annual Review</b>
		The name has been changed to <b>Official Publications Annual Review</b> . The text has been expanded to be inclusive of all materials subject to review.
H-5	.08 E	<b>Case Records</b>
		There are five subsections as opposed to four. Subsection #1, secure storage, is the old H-1 (a) Confidentiality of Case Files.